

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT STATE REAL ESTATE DEPARTMENT

[M08-268]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Continuing Education Requirements for Renewal of Four-Year License

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 6, 2008

**3. Summary of the contents of the substantive policy statement:**

1. An agent of broker (license) who has a four-year license must receive 24 hours of continuing education credit (CE) in the first 24 months of the license period and 24 hours of CE in the second 24 months of the license period in order to be eligible for renewal. Each 24 hours of CE must fulfill the requirements established by rule.
2. Prior to the end of each 24-month period, licensees shall provide the following information to the Department:
  - a. The course name
  - b. The course number
  - c. The date the course was completed
3. Licensees shall utilize the Department's online license system to provide this information.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Isaac L. Glover

Address: State Real Estate Department  
2910 N. 44th St., Suite 100  
Phoenix, AZ 85018

Telephone: (602) 771-7770

E-mail: iglover@azre.gov

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement may be downloaded from the Department's web site ([www.re.state.az.us](http://www.re.state.az.us)), or obtained from the Custodian of Records, State Real Estate Department, 2910 N. 44th St., Suite 110, Phoenix, AZ 85018 upon payment of a copying charge of 25¢ per page.